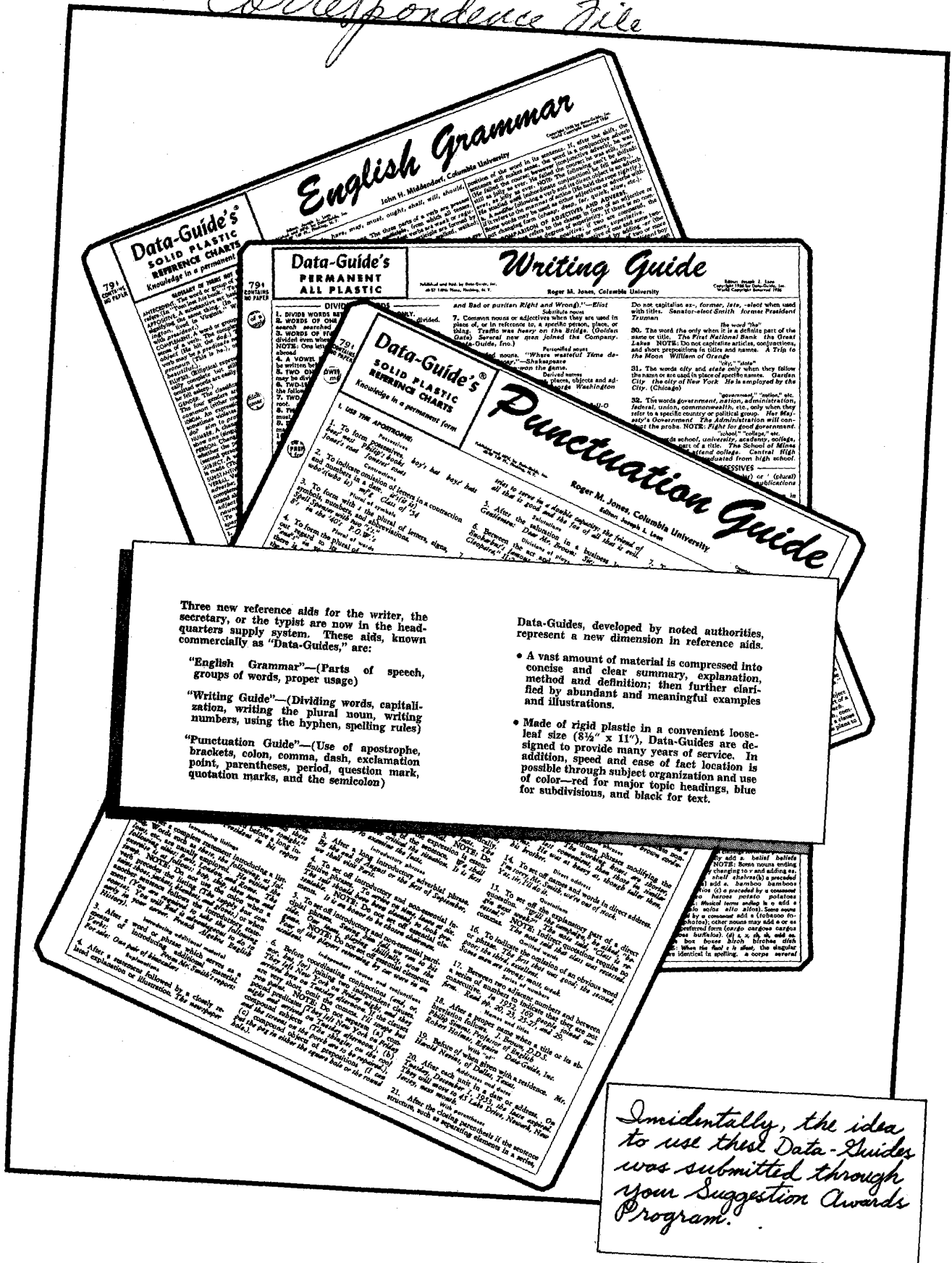


*Correspondence File*



Three new reference aids for the writer, the secretary, or the typist are now in the headquarters supply system. These aids, known commercially as "Data-Guides," are:

- "English Grammar"—(Parts of speech, groups of words, proper usage)
- "Writing Guide"—(Dividing words, capitalization, writing the plural noun, writing numbers, using the hyphen, spelling rules)
- "Punctuation Guide"—(Use of apostrophe, brackets, colon, comma, dash, exclamation point, parentheses, period, question mark, quotation marks, and the semicolon)

Data-Guides, developed by noted authorities, represent a new dimension in reference aids.

- A vast amount of material is compressed into concise and clear summary, explanation, method and definition; then further clarified by abundant and meaningful examples and illustrations.
- Made of rigid plastic in a convenient loose-leaf size (8½" x 11"), Data-Guides are designed to provide many years of service. In addition, speed and ease of fact location is possible through subject organization and use of color—red for major topic headings, blue for subdivisions, and black for text.

*Incidentally, the idea to use these Data-Guides was submitted through your Suggestion Awards Program.*